

TIPPECANOE COUNTY BOARD OF COMMISSIONERS

RESOLUTION NO. 2011-37-CM

CREDIT CARD POLICIES AND PROCEDURES

WHEREAS, Tippecanoe County Purchasing Agents are authorized to make small purchases using credit cards pursuant to Tippecanoe County Code Section 34.05; and

WHEREAS, The Board of Commissioners of Tippecanoe County desires to establish policies and procedures for use of credit cards by Tippecanoe County Purchasing Agents.


NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Tippecanoe County that the following policies and procedures shall govern use credit cards issued to the Tippecanoe County Purchasing Agents.

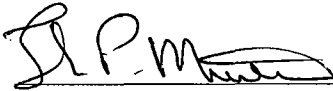
1. The Board of Commissioners of Tippecanoe County may from time to time enter into agreements with vendors for the issuance of credit cards and establishment of lines of credit in the name of the Board of Commissioners of Tippecanoe County.
2. The credit cards may be used to purchase goods and services, hotel reservations and payments, to pay for airline tickets, etc. The credit cards may not be used for personal expenditures or meals.
3. In accordance with Tippecanoe County Code Section 34.05, only the credit card or cards issued in the name of the Board of Commissioners of Tippecanoe County may be used to make purchases of supplies or services by Purchasing Agents on behalf of the County.
4. The credit cards may not be used where business accounts have been established.
5. The Board of Commissioners will determine which departments need a credit card and a line of credit.
6. Those departments not receiving a credit card will be permitted to use a Commissioners credit card to make purchases of goods and services.
7. Purchasing Agents or their employees with written authorization may check out a credit card from the Commissioners' Office to be used in accordance with the County Purchasing Policy. Cards must be "signed out" by an authorized user.
8. The Commissioners office will maintain a credit card user log. The log will include the following.
 - A. The date an individual request use of a credit card.
 - B. The name of the individual & position requesting use of credit card.
 - C. Estimated amounts to be charged.

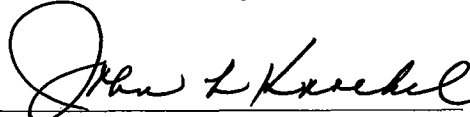
- D. Fund and account number to be charged.
 - E. The date an individual returns the credit card.
9. Credit cards must be returned to the Commissioners' Office as soon as possible, or by the "Return Date" established when it is checked out.
10. Itemized paid bills or receipts must be submitted to the Commissioners' Office with the claim for payment. Credit card statements or credit card slips are not acceptable as documentation.
11. Purchasing Agents and their authorized agents will be personally responsible for:
- A. any charges not documented by a receipt
 - B. any interest or penalties incurred by reason of late filing or furnishing of supporting documentation
12. Each user shall be subject to a penalty of \$150.00 for lost or stolen cards. A card shall be considered lost or stolen if not returned to the Commissioners' Office within three (3) business days after authorized return date.

Duly adopted this 17th day of October, 2011.

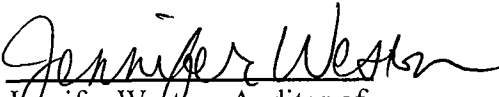
BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY


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ATTEST:


Jennifer Weston, Auditor of
Tippecanoe County